

# Mayor's Adopt-A-Park Program Handbook



TABLE OF CONTENTS	PAGE
I. Responsibilities of Adoption Partner .....	1
II. Routine Work to be Performed by Adoption Partner .....	1
III. Non-Routine Work Subject to Review by Metro Parks .....	1
IV. Responsibilities of Metro Parks .....	2
V. Section on Forms and How to Use Them .....	3
(a) Supply Request Form .....	3
(b) Non-Routine Work Request Form .....	3
(c) Group Member Addition/Removal Form .....	3
(d) Group Service Hours Log .....	3
(e) Donation Policies .....	4



## I. RESPONSIBILITIES OF ADOPTION PARTNER

- Designate a “Group Contact”; this person will be the main contact for the adoption partner. It is recommended that the individual listed as such also applies as a Volunteer Leader.
- Designate three “Volunteer Leaders,” one of whom must be in the Park during any volunteer work. After completion of a required background check, Metro Parks will notify the Group Contact of approved Volunteer Leaders. It generally takes 10-14 days for record check forms to be returned from processing in Frankfort.
- Ensure that all volunteers working in the Park have completed the Agreement to Volunteer and Accept Workers Compensation Benefits prior to beginning work.
- Maintain a roster of approved volunteers using the Group Member Addition and Removal Form.
- Complete the Metro Parks Community Service Hours Form following each volunteer service date in the Park. Have members who participate indicate time in and time out on the roster of volunteers and submit roster, along with a total number of volunteer hours worked, within one week following service date.
- Submit proposed volunteer service dates and proposed scope of work at least one week in advance to Metro Parks Volunteer Office. Agreed-upon routine work requires 1-2 weeks approval notice. Non-routine work requires at least four weeks advanced notice for approval.
- **If materials, services, or staffing are required from Metro Parks, the Adoption Partner must seek approval from Metro Parks of the work dates at least four weeks in advance using the Non-Routine Work Request Form and/or the Supply Request Form.**

## II. ROUTINE WORK TO BE PERFORMED BY ADOPTION PARTNER

Adoption Partners are encouraged to address these needs on a routine basis. Metro Parks must be notified of proposed work date and tasks at least one week in advance. Metro Parks must also be provided with a volunteer list within a reasonable time frame following the service date. All volunteers must have signed the workers compensation form before doing any volunteer service on Metro Park property.

- Removal of trash and other debris.
- Removal of invasive plant species using hand tools. **Application of herbicides is not routine and must be specifically approved by Metro Parks.** Volunteers must have proper application licenses to be considered for approval. Please contact the Volunteer Coordinator for further information.
- Maintenance of trees, shrubs, and planting beds in areas defined by Metro Parks.
- Maintenance of protective surface materials on playgrounds, including wood mulch and rubberized products. All materials must be approved and most will be supplied by Metro Parks.
- Cutting fallen limbs using hand tools.
- **Any use of power tools will require advance approval by Metro Parks.**

## III. NON-ROUTINE WORK SUBJECT TO REVIEW BY METRO PARKS

Metro Parks and Adoption Partner agree that the work listed below is generally appropriate, but it requires specific review and written approval from Metro Parks prior to the work being performed. Please fill out and return the Non-Routine Work Request Form 4-6 weeks prior to proposed date.

- Mulching of trees and other designated landscape areas.
- Painting projects (restriping parking lot, picnic tables, bench frames, park signs, and any structures)
- Repairs or modifications to structures.
- Landscape improvements /plantings including but not limited to installation of trees, shrubs, and planting beds in areas defined by Metro Parks.

### **III. NON-ROUTINE WORK SUBJECT TO REVIEW BY METRO PARKS, *continued***

- Installation of protective surface materials, on playgrounds, including wood mulch and rubberized products.
- Site enhancements, including aesthetic improvements to any structure (e.g. painting, etc).
- Clean-up of graffiti on picnic shelters and playground equipment, using approved cleaning supplies or paint colors.
- Construction and maintenance of unpaved hiking, mountain biking, and equestrian trails and trail amenities under Metro Parks direction and according to Metro Parks standards for sustainable trail.

### **WORK NOT ALLOWED TO BE PERFORMED BY ADOPTION PARTNER**

- Basic site maintenance – including lawn mowing, tree pruning, and sign installation – is the responsibility of Metro Parks and the workers represented by bargaining units.
- The Adoption Partner is expressly prohibited from performing all tasks not defined above.

### **IV. RESPONSIBILITIES OF METRO PARKS**

- Designate a Volunteer Coordinator to act as a liaison with the Adoption Partner. (Mike Slaton, Metro Parks Volunteer Coordinator; office, 502/456-8156; cell, 502/744-9260; fax, 502/456-3269; e-mail: [Mike.Slaton@louisvilleky.gov](mailto:Mike.Slaton@louisvilleky.gov))
- Install one sign in a prominent location announcing the Adoption Partner. No Adoption Partner or sponsor logos are permitted on this sign.
- Review and approve proposed projects and work dates promptly after submission in writing from the Adoption Partner.
- Provide required paperwork for each individual volunteer, and maintain master file of all volunteer paperwork.
- Conduct, on an annual basis, required background checks on designated “volunteer leaders” representing Adoption Partner.
- Provide Workers Compensation coverage for all volunteers working in the Park at agreed-upon dates and times provided those volunteers have filled out appropriate paperwork.
- When appropriate, coordinate and provide supervisory staff to ensure volunteer work is completed properly.
- When appropriate, provide Metro Park resources to facilitate the completion of routine and non-routine tasks.

## **V. AVAILABLE FORMS AND PROPER USE**

Additional forms can be found at ([www.louisvilleky.gov/metroparks/getinvolved/adoptapark.htm](http://www.louisvilleky.gov/metroparks/getinvolved/adoptapark.htm)) or picked up in the Volunteer Office at the Creason Administration Building, 1297 Trevilian Way, Louisville, KY 40233. Forms can also be requested via email or fax and will be sent to the Group Contact unless requested otherwise.

### **(A) SUPPLY REQUEST FORM**

The supply request form is to be filled out by the Adoption Partner when common items are needed for service work. It is required that this form be filled out and returned 2-3 weeks prior to the date on which supplies are needed. Pick up and drop off times and locations can be requested by the Adoption Partner but are subject to final approval by Metro Parks Staff.

Supplies are available to be picked up at the Joe Creason Park or a site drop off can be scheduled. Supplies include wheel barrows, shovels, water coolers, stepladders, extension ladders, work gloves, and rakes. Supplies are not guaranteed to be available.

### **(B) NON-ROUTINE WORK REQUEST FORM**

The Non-Routine Work Request Form allows Adoption Partners to send non-routine work requests to Metro Parks Staff. These requests must be approved before any of the requested work efforts can take place. The form should be completed and returned **4-6 weeks** prior to the suggested date of the project. A Metro Parks staff member will contact the group leader to inform of the acceptance or denial of the project. Work classified as “non-routine” is described above in section III. Any projects not listed under Section II (Routine Work to be Performed by Adoption Partner) are considered non-routine and should be approved by Metro Parks before implementing.

### **(C) GROUP MEMBER ADDITION/REMOVAL FORM**

The Group Member Addition/Removal Form must be submitted when any volunteers are added or removed from the Adoption Partners volunteer efforts. The Adoption Partner’s designated Group Leader has assumed the responsibility of keeping the Metro Parks Volunteer Program informed of all volunteers associated with their service efforts. This form can be sent to Metro Parks Volunteer Program, 1297 Trevilian Way, PO Box 37280, Louisville, KY 40233-7280.

It is required that all volunteers have completed the Agreement to Volunteer and Accept Workers Compensation Benefits. Should the Adoption Partner be adding new members to their current volunteer list, the appropriate paperwork must be completed and approved before the new members can do volunteer work on Metro Parks property.

### **(D) GROUP SERVICE HOURS LOG**

The Metro Parks Community Service Hours Form is to be completed and submitted by the Adoption Partners Group Leader within a reasonable time frame from each volunteer service project. It is also recommended that the adoption group submit the hours log on a monthly basis.

## ***V. AVAILABLE FORMS AND PROPER USE, continued***

### **(E) DONATION POLICIES**

Metro Government may accept donations from individuals, businesses, organizations and corporations for any municipal or public purpose. Donations may be cash, personal property or real property. Gifts or donations less than \$5,000 require acceptance by the Mayor; gifts or donations of more than \$5,000 must have Metro Council approval prior to acceptance by the Mayor, or his designee.

#### **Procedure**

All donations that qualify as a capital or custodial asset must be recorded as such, see Asset Tracking for procedures.

All sites are to call and notify the Business Office, immediately upon receiving information of a possible donation. A donation data sheet will be completed at that time by the Business Office sent for approval by the appropriate Assistant Director/Senior Manager and Director/Designee and then filed in the Business Office pending acceptance of the donation. Before the donation can be accepted, the donor must provide the Business Office with written documentation of their donation. A letter to the Parks' Department describing the donation, its value (assigned by the donor), the donor's intent for the donation, and the donor's name, address, telephone number and signature must be submitted for all donations to the Business Office.

The value assigned by the donor is important because it will be used to determine if Council approval is needed and for internal reporting purposes. It is the responsibility of the donor, not Metro Parks, to place a value on non-cash gifts. Donors may assign a nominal value to their donation; however donations with no assigned value will not be accepted. This value must be noted in the written documentation.

Along with the written documentation of donation from the donor, the site must provide a written distribution plan for each donation. The plan should include the intended use of the donation and a description of how the distribution will meet that use. If the donor's valuation of the donation exceeds \$500, the appropriate Assistant Director/Senior Manager must approve the distribution plan prior to acceptance.

Once the donation has been approved, the Business Office will contact the site that the donation can be accepted. The Business Office will hold the approved donation acceptance form until notified by the site the donation has been received. At this time the Business Office will submit the donation form to the Director's Office so an acknowledgment letter can be sent to the donor.

All solicitations must be discussed and approved in advance by your Assistant Director/Senior Manager

Metro Parks will not accept computers for donation unless the computers are of age and type supported by the Information Technology Department. Computer donations must be approved in advance by Parks' Information Technology Officer.